

# **The Greater Newark HUD Tenants Coalition**

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February 6, 2003


Mr. Louis Cooper  
56 Walnut Street  
Apt. E1S  
Montclair, NJ 07042-4924

Dear Mr. Cooper

I have received your information and I am suggesting that you file a grievance. To proceed, the process that you must follow is to formally request a grievance to the director of Essex-Newark Legal Services. In this complaint you should express your dissatisfaction with the services you received. You should also request that Essex-Newark Legal Services request from the judge that he vacate the Order that requires you to vacate the premises. I am enclosing a sample letter that you may sign and send to the Director of Legal Services. This should be done as promptly as possible because the clock is still running.

It is important that a lawyer assist you in this process. Hopefully Essex-Newark Legal Services will move quickly to provide you with the services needed. Please notify me of their response. Good luck and keep me informed!

Sincerely,

  
Frank Hutchins  
Director

FH/mb  
C: Enclosure